

Community Services & Programs Commission  
New England Building  
503 South Kansas Avenue  
Topeka, KS 66603-3404  
Shawn Sullivan, Secretary  
Gina Meier-Hummel, Commissioner



Phone: (785) 296-4986  
Fax: (785) 296-0256  
[wwwmail@kdads.ks.gov](mailto:wwwmail@kdads.ks.gov)  
[www.kdads.ks.gov](http://www.kdads.ks.gov)

Sam Brownback, Governor

January 17, 2014

**Re: Requests for Additional Service (“Underserved”) Waiting List**

Dear HCBS-IDD Participants, Friends, Family and Stakeholders,

The purpose of this letter is to explain how the State will address various processes beginning immediately and moving forward. On December 27, 2013, the Centers for Medicare and Medicaid Services (CMS) sent the state of Kansas a Request for Additional Information regarding the State’s proposed amendment to the 1915(c) waiver for Home and Community Based Services for individuals with Intellectual and/or Developmental Disabilities (HCBS-IDD). CMS requested that the State of Kansas submit a formal plan addressing the waiting list for those who are some receiving some but not all requested services, which has been referred to as the “underserved” waiting list.

Effective immediately, the State will no longer add any more requests for additional services to this “underserved” list. It is KDADS’ intent to eliminate the “underserved” list over the next several months. In the near future, those whose names are currently on the list will receive a letter asking them to confirm their continued need for an additional service(s). If a person does not respond, KDADS will contact the person/guardian and attempt to gather the needed information. Those who respond and indicate they do continue to have additional needs will be contacted by their case manager and MCO care coordinator to schedule an assessment to determine their specific current service needs. If a person responds that they do not have additional current needs, that information will be shared with the MCO and Targeted Case Manager (TCM), who will update their person-centered support plan to reflect anticipated future need and preferred lifestyle if it is not already reflected. Under KanCare, as a person’s needs change they can contact their TCM or MCO Care Coordinator to request an assessment for additional supports and services.

This change will have an impact on the process for those who have changing needs and are waiting for an additional service in the future. To address requests for additional services, the State will begin to focus on meeting those requests before it begins to move any more individuals from waiting lists and into services on the waiver programs. The State is committed to meeting an individual’s needs at the right place in the right time. To live up to this commitment, the State must ensure that all individuals currently on the waiting list for an additional service have had their needs re-assessed and are given appeals rights if they are not offered additional services at this time.

Detailed information about the plan for addressing the “underserved” waiting list will be provided once CMS approves a plan of action for the State. A letter will be sent directly to HCBS-Participants and/or Guardians who are currently on the waiting list that will describe the possible impact of the process. Please visit our website at [www.kdads.ks.gov](http://www.kdads.ks.gov) or email [hcbs-ks@kdads.ks.gov](mailto:hcbs-ks@kdads.ks.gov) if you have any additional questions. Please contact, KDADS at 785-296-4986 if you have any questions.

Gina Meier-Hummel, Commissioner  
Kansas Department for Aging and Disability Services